



Welcome to the College of Marin. The Police Department has assembled a few suggestions, based on frequently asked questions. Please read them carefully. They may save you time, money, and save lives in the event of a disaster or emergency.

Campus Security and Safety:

- For the complete "Campus Security Report" and "Clery Act" statistics and information, go to Police website <http://www.marin.edu/police/CrimeAwareness-CleryInfo.htm> . You may view or print the information, or request a printed version by contacting the Police Dept. at 415-485-9455.
- Carry a small pocket flashlight.
- Don't leave your valuables unattended, even for a minute. It only takes a moment for someone to take your wallet, purse, or laptop computer. If you use the PE locker room, do not leave valuables in your locker. Thieves use bolt cutters. Leave any valuables that you do not need for class in your vehicle trunk, or at home.
- If walking at night is a concern to you, consider making friends in class and walk as a group.
- Your family can call College Police to attempt to contact you in the event of a family emergency. Give a copy of your class schedule to your family, so they can locate you on campus if they need you.
- Notify your family if you change your routine, so they don't worry about you and unnecessarily report you as a missing person.
- If you are a high school student taking college classes, be aware you are in an "adult environment" here at the college. You or your parents may wish to contact the College Police for more information.
- Register your cell phone at www.alertu.org/mccd to receive text messages in the event of campus emergencies.
- Follow directions of campus staff for evacuations or sheltering in place.

Parking:

- Come early to class. During peak times, all the close parking lots will be full.
- Read the signs at the entrance of the parking lots. Some lots are restricted to staff parking only.
- Permits are required during both day and night classes. Semester permits are sold at Admission and Records on either campus. The semester permits are recommended. They adhere to the inside of your windshield. The convenience is well worth the cost.
- Daily permits may be purchased for \$3.00 per day, from machines located in some parking lots. Keep in mind that machines can be touchy about the dollars or coins you are using, and they may not accept your money. In that event, you must go to another machine and purchase a permit to avoid a parking citation. Once again, the semester permits are much more convenient.
- When parking, make sure your car is completely within a marked parking stall, and do not leave valuables in plain view in your car. Do not drive onto the campus walkways.
- Free parking is available in lot 13 (the unpaved lot South of the PE building in Kentfield). Be aware there is no lighting in that lot.

Injuries:

- If you are injured during class, contact your instructor immediately. The instructor is required to complete an injury report. If you are injured on campus, not during a class, you may call College Police. If you choose, you may go to the campus Health Center.
- The Health Center hours are: Kentfield: M-F 8AM to 3PM 485-9458
 IVC: Tues and Thur 1PM to 3PM (subject to change) 883-2211 xt 8120



POLICE DEPARTMENT

STUDENT SAFETY INFORMATION

Disaster Preparedness:

- Carry a small pocket flashlight.
- Take a moment NOW to locate the following:
 - All exits
 - At least 2 ways out of the classroom/building.
 - Emergency phones / payphone
 - Fire Extinguisher (if available)
 - First Aid kit (in laboratory classrooms).
- Ask Instructor for a meeting location in the event of an evacuation/emergency.
- Make a plan with your family of how you will "check-in" after a disaster strikes.
- If you have a cell phone, program in the police numbers below NOW, before you need them

Contacting Police:

- The College Police have a main office at Kentfield in building TB-1, and satellite office at IVC in building 22 (Maintenance Bldg) off parking lot #8.
- For life threatening **EMERGENCIES** or in-progress crimes, call **9-1-1**.
- For incidents or circumstances that require **IMMEDIATE** or **URGENT** assistance, you should call the dispatcher at **415-485-9696** (ext 7696 from a campus phone). Explain the incident or question to the dispatcher. The dispatcher will contact an officer to respond as necessary.
- The Police **BUSINESS** number is **415-485-9455** (or ext 7455) from a campus phone. This number rings at the KTD campus office. There is a business number at the IVC campus **415-883-3179** (or ext 8154 from a campus phone). These numbers should be used for routine questions or requests. You can leave a message and you will be called back when the message is retrieved.

Power Outages:

- Carry a small pocket flashlight.
- A power outage can occur at any time. Be prepared and carry a flashlight, even if you attend day classes. Some rooms have no windows or ambient light.
- Some classes can continue if there is ambient light. If there is not enough light, instructors should wait 15 minutes for power to restore before dismissing the class. Instructors should take roll before dismissing class, and assist in coordinating students to go in groups to their cars if it's dark.
- The emergency lighting in buildings is designed to light the way out.
- Use caution when walking, or driving during a power outage.

Behavior:

- Be aware of the rules regarding student conduct, as well as the drug, alcohol, animal, skateboard, and harassment policies. No smoking in, or within 20 feet of any building entrances or windows. Dogs must be on leash and in control. Dogs must not be in buildings (except service dogs). Behavior that is disruptive to the learning environment, or offensive to others, may lead to disciplinary action (Board Policy 4.0022). Criminal statutes are enforced by the College Police.

Check the College Catalog, Semester Schedule, or College website for more information. The College Police website has more information and tips related to this handout. <http://www.marin.edu/police>

Please contact the Police Department if you have questions or comments on this handout.